

**MARYLAND JUDICIARY  
ADMINISTRATIVE OFFICE OF THE COURTS (AOC)  
REQUEST FOR PROPOSALS (RFP)**

This procurement is being conducted as a Small Procurement as described in the Maryland Judiciary Procurement Policy, not to exceed \$25,000.

**GENERAL**

The Administrative Office of the Courts is issuing this Request for Proposals to award a contract to provide all materials, labor, supervision and expertise required to remove existing and install five new courtroom pews and benches for the District Court of Maryland at the Baltimore City Detention Center, 300 E. Madison Street, 21202. All work must be performed on the weekends.

**BACKGROUND CHECK**

All Contractor personnel needing access to the Courthouse during the contract performance must pass a background check. At time of contract award, Contractor must submit a completed Authorization for Access to Records from (Attachment B) for each person entering the courthouse for this project.

**CONTRACTOR'S GENERAL REQUIREMENTS**

Contractor must be a commercial contractor licensed and bonded in the State of Maryland.

**The Contractor shall:**

- A. Provide all labor, materials and equipment necessary to prepare and complete job.
- B. Remove all existing benches from premises and dispose of.
- C. Pews may be assembled at the jobsite. Scribe each support to conform to irregularities that may occur in the floor. Each end and support shall be fastened to the floor with two double concealed "Chicago" lead expansion bolts.
- D. Clean finished work on exposed and semi-exposed surfaces. Touch-up with shop-applied finishes for restoration of damaged areas.
- E. Contractor shall provide product care instructions to AOC's Contract Manager.
- F. Provide all supplementary and miscellaneous items, anchorage, braces, fasteners and devices incidental to or necessary for a sound and secure installation.
- G. Match as close as possible, to the design of the existing courtroom benches.
- H. Contractor shall Obtain and comply with manufacturer/fabricator/installer coordinated advice for optimum temperature and humidity conditions for pews and benches during storage and installation. Install work of this section only when these conditions have been attained and stabilized so that woodwork is within plus or minus

1.0 percent of optimum moisture content from date of installation through remainder of construction period.

- I. All work shall be performed with good workmanship utilizing the best standards of the industry.

**Contractor shall follow:**

Architectural Woodwork Institute (AWI); seventh edition, 1997 guidelines Premium Grade.

AS1M E 84 - Test method for Surface Burning Characteristics of Building Materials.

**PRODUCT DELIVERY, STORAGE AND HANDLING**

**Contractor shall:**

- A. Protect pews and benches during transit, delivery, storage, and handling to prevent damage and deterioration.
- B. Coordinate anchorage items for installation.
- C. Coordinate for staging and installation of products.

**MANUFACTURERS**

- A. Acceptable Manufacturers/Fabricators (BS3)
  - 1. Church Interiors Inc., High Point, North Carolina
  - 2. Rainsville Church Pew Mfg. Co., Rainsville, Alabama
  - 3. Imperial Woodworks, Inc, Waco, Texas
  - 4. Virginia Church Furniture, Inc., Pulaski, Virginia
  - 5. New Holland Custom Woodwork, New Holland, PA
  - 6. Sauder Manufacturing Co., Archibold, Ohio
  - 7. Approved equivalent.

**BENCH MATERIALS**

- A. Continuous solid wood or real wood veneer/seat with wood support; end panels with solid caps. Fabricate per approved shop drawings.
  - 1. Adhesives: Type II (moisture resistant).

2. Flat Back: solid wood or real wood veneer with solid wood edge band.
3. Contoured Seat: solid wood or real wood veneer with solid wood edge band.
4. Supports: solid with solid wood base and edge band.
5. End Panels: Custom design (See drawings for design).
6. All exposed wood:
  - a. Type: Red Oak
  - b. Cut: Flat Cut
  - c. Solid Wood: Premium 1
  - d. Veneer: Premium 1; minimum 1/28" thick.
7. Continuous length benches in excess of 16 ft to be joined with fully concealed locking mechanical connector with spline or dowel alignment.
8. Mechanically fasten to floor with concealed fasteners at each end and support panel.
9. Wood must pass American Society for Testing and Materials E84 (ASTM) – Test method for Surface Burning Characteristics of Building Materials.
10. Certification: All solid wood and veneers shall be from a maintained or sub stained forest.

## **FABRICATION AND ASSEMBLY**

1. Face and Back Veneer: Grain of exposed veneers of seating shall run horizontal along contour of body. Body shall be fitted with matching solid stock edging, top rail and nosing.
2. Edging: 1" exposed edging thickness, fitted with tongue and groove joint and glued to body. End edging shall be mitered to top rail and nose edging. Surfaces shall be sanded flush with body to produce a hairline joint with eased corners.
3. Body Supports: Exposed edges faced with matching solid stock so that no cross-banding is exposed. Support shall be attached to seat body by four alternating concealed bolt fasteners. Bolt head plugged with Cherry buttons. Bottom of supports fabricated with provisions for scribing to floor and routed for concealed floor anchorage. Holes plugged with buttons. Maximum spacing shall be 5'-9".
4. Assembly of Pews: Assemble all structural and stress areas by anchoring steel wood screws into solid Red Oak. The seat and back shall be attached together with 1-1/4" #10 wood screws spaced at 9" intervals countersunk and covered with Red Oak flush molding. The ends are to be routed 1/2" to receive pew body and cap rail. Back

body shall be secured in routing to ends with wooden wedges and three 1-1/2" #10 wood screws. Seat body shall be secured with wooden wedges, cleats and 1-1/2" #10 wood screws. Screw heads on back shall be covered with Red Oak flush molding. Supports shall be attached to back with two 2-1/4" wood screws, countersunk and plugged with wooden plugs to match finish. Supports shall be attached to seat with two steel right angle brackets and four 3/4" #10 wood screws.

## **FINISH**

A) AWI Finish System #2; Premium Grade: Transparent; factory finish.

1. Stain: Match existing courtroom bench color
2. Comply with AWI Section 1500 Factory Finishing.

B) Finish must be clear-coated with a satin water –based lacquer.

## **EXECUTION**

- A. Contractor shall remove all existing benches from premises and dispose of.
- B. Contractor shall install pews and benches according to manufacturer's recommendations.
- C. Work must be performed on weekends and fully completed prior to the next session of Court.

## **WORKMANSHIP**

- A. Contractor is responsible for moving any furniture or other items and replacing same.
- B. Contractor is responsible for repair or replacement of any furniture, office machines, flooring, carpeting or other items that may be damaged as a result of its' work.
- C. Contractor must clean up and restore work area after every work shift in order for the Court to operate in a normal fashion. All Contractor equipment must be moved completely off site or to an area approved by the AOC at the conclusion of each workday.

**Warranty**

The Contractor shall at a minimum guarantee installation for 2 years beyond final acceptance or better and provide a 5 year Manufacturer's Warranty or better. Contractor shall furnish the AOC Contract Manager with all manufacturers' warranties.

**Acceptance**

All work must be performed to the complete satisfaction of the District Court.

The AOC's Contract Manager shall have the sole authority to determine acceptable/unacceptable work. A walk-through shall be conducted with the AOC's Contract Manager and the Contractor. A "punchlist" of items that need to be repaired will be given to the Contractor. The Contractor must complete repairs within 14 days of walk-through. Final acceptance shall occur upon satisfactory completion of all repairs.

**Contract Type**

The resulting Contracts (Purchase Order) shall be based on fixed-price

**Contract Term**

The Contract resulting from this RFP shall be for a period of 45 days.

**Procurement Officer**

The sole point-of-contact for purposes of this RFP prior to the award of any Contract shall be the Procurement Officer at the address listed below:

Lisa Peters, Procurement Specialist  
Administration of the Courts  
Telephone: 410-260-1265  
*Email: [lisa.peters@mdcourts.gov](mailto:lisa.peters@mdcourts.gov)*

**Mandatory Pre-Proposal Conference/Site Visit**

The pre-proposal conference and site visit walk through is scheduled for Friday, April 12, 2013 at 8:00 a.m. at the Baltimore City Detention Center, 300 E. Madison Street, 21201. **Offerors must verify suitability of facilities to handle all material under the contract.**

**All interested Offerors are required to attend** in order to facilitate better preparation of their proposals. Offerors must come equipped with any necessary measuring devices.

**It is very important that everyone is on time for the site visit.**

**Response Form**

Proposals must be in writing and must include a binding time line. Contractor shall submit, with technical proposal the proposed layout/ design of the benches that conform to ADA regulations. Shop drawings showing construction and dimensions of the benches which conforms to ADA, life safety and building code regulations. Design of benches should maximize use of space and seating capacity. 12" x 12 wood samples with factory finish. District Court reserves the right to modify proposed layout/design at its sole discretion.

Proposals must include a written response to the Scope of Work that demonstrates the offeror's capabilities and experience in providing the required services.

Price proposals must include the fully loaded fixed price for the services proposed using Attachment A (Price Proposal Forms).

**Proposal Closing Date**

All proposals must be received via Email to the Procurement Officer's email address no later than 2:00 PM (local time) on April 29, 2013, in order to be considered.

**Award Determination**

The Contract resulting from this RFP will be awarded to the Offeror whose proposal is determined to be the most advantageous to the Judiciary based on the evaluated spectrum of services proposed and price, considering the following evaluation criteria (in descending order of importance):

- Experience
- Work Plan for this engagement
- Price

**FOR SERVICES AS PROPOSED, THE PRICE SHALL BE:**

<u>Description</u>	<u>Total Cost</u>
5 New Courtroom Benches	\$_____
<b>TOTAL EVALUATED PRICE</b>	<b>\$_____</b>

\*Fully loaded fixed price that includes all direct and indirect costs and profit for the Contractor to perform. Indirect costs shall include all costs that would normally be considered general and administrative costs and/or travel costs, or which in any way are allocated by the Contractor against direct labor hours as a means of calculating profit or recouping costs which cannot be directly attributable to the Contract.

\_\_\_\_\_  
Submitted by

\_\_\_\_\_  
Authorized Signature Date  
Print Name and Title

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Company Address

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Federal Tax Identification #

<b>ATTACHMENT B – Authorization of Release of Information</b>
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**STATE OF MARYLAND**

**GENERAL SERVICES MARYLAND CAPITOL POLICE**

**AUTHORIZATION OF RELEASE OF INFORMATION**

I, \_\_\_\_\_  
LAST FIRST MIDDLE RACE SEX

\_\_\_\_\_  
D.O.B. ADDRESS SOC. SEC. NO.

hereby authorize a review and full disclosure of all criminal records, or any part thereof, concerning myself by/to any duly authorized agent of the Department of General Services Police, whether the said records are public or private, and including those which may be deemed to be of privilege or confidential nature. The intention of this authorization is to provide information which will be utilized for investigative resource material.

I agree to indemnify and hold harmless the person to whom this request is presented and his agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees arising out of or complying with this request.

I further understand that in the event my application is disapproved, the sources of confidential information cannot be revealed to me. A photocopy of this release form will be valid as an original hereof, even though the said photocopy does not contain an original writing of my signature.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date



## ATTACHMENT C – Contractors Security Clearance

Martin O'Malley  
Governor

Anthony G. Brown  
Lt. Governor



Alvin C. Collins  
Secretary

### MARYLAND DEPARTMENT OF GENERAL SERVICES POLICE

OFFICE OF THE CHIEF

#### CONTRACTORS SECURITY CLEARANCE

Date: \_\_\_\_\_

PCO: \_\_\_\_\_

#### Application / Employee Information

1. FULL NAME \_\_\_\_\_

(First) (Full Middle Name) (Last)

2. ADDRESS: \_\_\_\_\_

3. GENDER: \_\_\_\_\_ RACE: \_\_\_\_\_ HEIGHT: \_\_\_\_\_ WEIGHT: \_\_\_\_\_

4. DATE OF BIRTH: \_\_\_\_/\_\_\_\_/\_\_\_\_ 5. SS#: \_\_\_\_\_

6. DRIVER'S LICENSE #: \_\_\_\_\_ STATE: \_\_\_\_\_

7. HOME TELEPHONE #: \_\_\_\_\_

8. APPLICANT / EMPLOYEE TRADE: \_\_\_\_\_

9. ATTACH COPY OF APPLICANT'S DRIVER'S LICENSE - (Make sure photo is clear and light enough to identify the individual) Contractor (\$15.00 – Pay By Check /Money Order Only)

#### Company Information

1. NAME OF COMPANY: \_\_\_\_\_

2. ADDRESS OF COMPANY: \_\_\_\_\_

3. COMPANY TELEPHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_

4. Project #: \_\_\_\_\_ Building \_\_\_\_\_ Task \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

For Office Use Only NEW \_\_\_\_\_ RENEWAL \_\_\_\_\_ ADMIN SPECIALIST INT. \_\_\_\_\_

APPROVED \_\_\_\_\_ or DISAPPROVED \_\_\_\_\_

Reviewing Officer: \_\_\_\_\_ Date: \_\_\_\_\_

ID Card # Front \_\_\_\_\_ ID Card # Back \_\_\_\_\_ Payment \_\_\_\_\_

301 W. Preston Street ♦ Suite L-100 ♦ Baltimore, Maryland 21201